

POSITION DESCRIPTION

DOA-15302 (C07/2015)
PREVIOUSLY OSER-DMRS-10
State of Wisconsin
Department of Administration/Division of Personnel Management

Rvsd 10/04/18

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| 1. Position No. 300129 | 2. <u>Cert</u> / Reclass Request No. 18-8017 Effective | 3. Agency No. 566 |
| 4. NAME OF EMPLOYEE | 5. DEPARTMENT, UNIT, WORK ADDRESS Wisconsin Department of Revenue Division of Research & Policy (R&P) Income Tax Policy Team 2135 Rimrock Road Madison, WI 53713 | |
| 6. CLASSIFICATION TITLE OF POSITION IS Systems Development Services Specialist | 8. NAME AND CLASS OF FORMER INCUMBENT Piyush Gambhir, IS Systems Dev Serv Spec | |
| 7. CLASS TITLE OPTION (to be filled out by Human Resources Office) | 10. NAME AND CLASS OF EMPLOYEES PERFORMING SIMILAR DUTIES | |
| 9. AGENCY WORKING TITLE OF POSITION SAS Database and Tax Sample Developer/Programmer | 12. FROM APPROXIMATELY WHAT DATE HAS THE EMPLOYEE PERFORMED THE WORK DESCRIBED BELOW? | |
| 11. NAME AND CLASS OF FIRST-LINE SUPERVISOR Michael Oakleaf, Income Tax Policy Team Supervisor Revenue Management Supervisor | | |
| 13. DOES THIS POSITION SUPERVISE SUBORDINATE EMPLOYEES IN PERMANENT POSITIONS? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> IF YES, COMPLETE AND ATTACH A SUPERVISORY POSITION ANALYSIS FORM. | | |

14. POSITION SUMMARY – PLEASE DESCRIBE BELOW THE MAJOR GOALS OF THIS POSITION:

SEE ATTACHED

15. DESCRIBE THE GOALS AND WORKER ACTIVITIES OF THIS POSITION

- GOALS: Describe the major achievements, outputs, or results. List them in descending order of importance.
- WORKER ACTIVITIES: Under each goal, list the worker activities performed to meet that goal.
- TIME %: Include for goals and major worker activities.

| TIME % | GOALS AND WORKER ACTIVITIES | (Continue on attached sheets) |
|--------|-----------------------------|-------------------------------|
| | SEE ATTACHED | |

16. SUPERVISORY SECTION - TO BE COMPLETED BY THE FIRST LINE SUPERVISOR OF THIS POSITION

- a. The supervision, direction, and review given to the work of this position is [] close [] limited [X] general.
- b. The statements and time estimates above and on attachments accurately describe the work assigned to the position.

Signature of first-line supervisor _____ Date _____

17. EMPLOYEE SECTION - TO BE COMPLETED BY THE INCUMBENT OF THIS POSITION

I have read and understand that the statements and time estimates above and on attachments are a description of the functions assigned my position.

Signature of employee _____ Date _____

18. Signature of Human Resources Manager _____ Date _____

POSITION SUMMARY (Line 14)

This position serves as the SAS Database and Tax Sample Developer/Programmer performing advanced level expert professional Information Systems (IS) software applications and development activities, which supports all the phases of System Development Life Cycle including the planning, development, implementation, upgrade, enhancement, testing and maintenance for the Division of Research and Policy (R&P). In addition it is responsible for the Division's work on the corporate and individual aggregate statistics databases and corporate and individual tax simulation models. This includes the analysis, design, programming, implementation, and documentation for assigned projects and data systems in the Division. Defines, sets business requirements, researches and selects the tools, techniques, standards and methodologies to be used in application development activities for the Division and completes related programming with the Division's IS Business Automation Specialist. Analyzes and resolves program and system failures. Serves as project leader for other R&P staff in significant project management and data administration functions as needed. Supports the analytic research of the Division's revenue economists. Coordinates project development, research, and implementation with the Division's IS Business Automation Specialist.

This position also works with other divisions in the Department of Revenue on technical analysis, data modeling, data file matching, data compression, and database administration, and their linkages with the tax laws.

The position works with applications in a multi-operating system environment, specifically SAS. It also works with databases from a multitude of sources ranging from samples conducted by the Division, to data collected by other divisions in the agency, other agencies, and the federal government.

The work involved in this position is multi-task in nature, self-initiated, and conducted with a high degree of independence and precision. This position is responsible for adjusting his/her work output to affect and meet cyclical work output needs. The emphasis is on developing sophisticated applications for large, difficult, and complex data bases in a networked environment.

This position performs advanced work under general review of the R&P Income Tax Policy Team Supervisor with objectives and priorities established by overall R&P directives. There is little review of technical recommendations and solutions by a supervisor or other R&P management.

TIME % GOALS AND WORKER ACTIVITIES (Line 15)

- 40% A. Perform advanced level applications programming tasks needed to analyze, plan, develop, implement, upgrade, enhance, or maintain large scale, difficult, and complex programs.
- A1. Analyze user requirements and develop detailed specifications, data structure, and logic flow charts to meet user needs.
 - A2. Analyze and maintain existing programs to meet user needs and specifications.
 - A3. Design and code programs for new and existing systems to meet user needs and specifications.
 - A4. Run, test, and debug programs so that all possible conditions are accounted for and all calculations and formulas are accurate.
 - A5. Prepare technical documentation for programs, processes and procedures, job streams and systems.
 - A6. Update and migrate existing data structures to new operating environments as needed.
 - A7. Design, test and implement SAS programs to create, merge and manipulate large SAS databases to produce statistical analyses from these data, utilizing SAS macro programming as necessary.

- 20% B. Perform difficult, complex and unique systems analysis and design tasks related to developing major new applications and/or enhance or monitor major existing computer systems and programs in the Division. This position works with other R&P staff in compiling and developing applications from R&P from very large, difficult and complex data bases and requires substantial research.
- B1. Research techniques and methodologies to be used in developing unique R&P applications.
 - B2. Act as the primary authority for the application tools and methodologies used in developing unique, large, difficult, and complex applications.
 - B3. Analyze user requirements; recommend and present solutions to meet those needs.
 - B4. Develop and document general and detailed specification flow charts and data structures necessary to design or enhance computerized systems, subsystems and programs.
 - B5. Design systems, subsystems, and programs as specified by prior analysis.
 - B6. Develop, in coordination with other R&P staff, work plans, test plans, implementation schedules, and status reports for projects, systems, subsystems and programs.
 - B7. Leads end-to-end testing of quality control for corporate and individual income tax simulation models.
- 20% C. Provide data requested by the Division business users.
- C1. Perform complex model simulations on the various tax models at the request of the business users.
 - C2. Perform cross-tabulations of data collected by the Department.
 - C3. Prepare aggregate statistics databases summarizing individual and corporate income taxes.
- 15% D. Provide consultation, technical analysis and applications development for the Department in the areas of data administration, data matching, data compression, data modeling, and sample selection.
- D1. Provide consultative support to business users and technical support specialist in other Divisions on the optimal usage of applications, development tools and methodologies.
 - D2. Provide consultation and support in the design and application of data for significant IT projects considering business needs, efficiency, platform, data availability, access requirements, and data base technology.
 - D3. Assist in the development of meeting the Division's data needs in both the short and long term working with R&P management.
- 5% E. Maintain advanced technical expertise in the design, capabilities, limitations, methodologies, and use of enterprise and statewide applications development facilities and tools and the interaction of tax law changes with application needs. Ensure a clear understanding of individual and corporate income tax law.
- E1. Attend courses and seminars, and take on-the-job study as required to understand and remain current with emerging industry applications development strategies, tools, facilities, methodologies, and architectures.
 - E2. Consult with other analysts/programmers and contractors about techniques used in Department systems.
 - E3. Read books, periodicals and other internal documents to expand knowledge of the Department's information systems.
 - E4. Maintain a clear understanding of individual and corporate income tax law.
 - E5. Monitor legislative developments at the federal and state level that affect tax law. Independently determine potential effects on data modeling projects, including identifying related changes needed to the corporate and individual tax models.
 - E6. Maintain a good working relationship with Division of Income Sales & Excise (IS&E) staff to ensure that R&P software applications properly apply issues related to tax liability, etc.
 - E7. Conduct special projects as requested.

KNOWLEDGES, SKILLS AND ABILITIES

1. Skill in the planning, development, implementation, upgrade, and support of software applications.
2. Skill in research techniques and methodologies to be used in applications development activities.
3. Comprehensive working knowledge of systems analysis and design.
4. Knowledge of programming languages supported in DOR applications used in integrated tax system and the data warehouse.
5. Skill in data processing methods.
6. Skill in data compression, data modeling, and simulation techniques.
7. Developed knowledge of how federal and state tax laws work (e.g. individual and corporation).
8. Knowledge of trends including new and emerging technologies.
9. Skill in project management principles, methods, and practices.
10. Ability to develop business project plans and schedules, estimate resource requirements, define milestones and deliverables, monitor activities, and evaluate and report on accomplishments.
11. Ability to work as a leader to coordinate other technical staff, customers, vendors, and other agencies to identify and resolve problems.
12. Ability to communicate clearly and concisely in both verbal and written form to peers and management.
13. Ability to apply innovative ideas and technology to various situations.
14. Ability to adapt to new and emerging technologies.
15. Ability to develop and review business, systems and complex technical specifications and documentation for automated business systems.
16. Ability to analyze requirements and to design and develop prototypes for difficult and complex information systems.
17. Skill in diagnosing difficult and complex technical problems, isolating causes, and implementing solutions to reporting systems problems.
18. Knowledge of mainframe operating systems, databases, programming languages, and FAST (GenTax) system technologies.
19. Proficiency in programming in SAS.
20. Knowledge of LAN and Web operating environments, databases and languages.
21. Ability to develop, maintain and support difficult and complex DOR systems in mainframe and web environments.
22. Ability to develop and execute test plans and procedures for difficult, and complex information systems.
23. Knowledge of MS Office suite and other common desktop applications.
24. Skill in the methods and practices for troubleshooting, recovering, adjusting, modifying, improving, and/or reengineering systems that support DOR's critical in-house and outsourced applications.
25. Ability to lead and develop architectural designs based on business requirements.
26. Technical knowledge of the workings and interrelationships of the multiple IT systems delivering critical applications for DOR.